



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

EXTENDED POSTING*

Posting #AOC0702N15

TELECOMMUNICATIONS/NETWORK TECHNICIAN IV

Opening Date: July 17, 2015
Closing Date: This position will remain posted until the vacancy is filled.
Salary: \$47,184 - \$58,980 per year (Minimum - Midpoint) Pay Grade 16**
Recruiting For: Administrative Office of the Courts, Judicial Information Center
Location: New Castle County (Please check this location on your application)

*Applicants who applied to the original closing date do not need to resubmit their application.

** Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This employee is expected to function at a senior level, providing support for the Delaware Judicial Branch. Responsibilities include technical support, customer service, maintenance, administration of local area network (LAN) devices, and correspondence/communication with other technical support staff as well as the immediate supervisor.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

1. At least three years experience administering computer data networks including troubleshooting, diagnosing, and resolving computer data networks problems.
2. At least three years experience installing, testing, and configuring computer data networks including the associated wiring and network dependent devices and infrastructure components.
3. Experience in configuring and maintaining both Intel and Apple computer products.

4. Experience in configuring and supporting mobile devices, including cellular telephones, tablets, and other tools.
5. Experience administering and maintaining SharePoint sites.
6. Knowledge of information technology project management which includes planning, scheduling, staffing, coordinating, controlling, monitoring, evaluating, and reporting on status of IT projects.
7. Ability to communicate courteously and effectively, both verbally and in writing, including the ability to communicate complex, technical information in a format appropriate to ensure audience comprehension with a diverse group of clients such as end-users, staff, and coworkers.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:

Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer